



## DOCUMENT CHECKLIST FOR A WORK PERMIT FOR CANDIDATES UNDER THE ATLANTIC IMMIGRATION PROGRAM (OUTSIDE CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application.

Consult the Instruction Guide (IMM 5487) to find out if you are required to provide some or all forms and documents listed in this checklist.

If your documents are in a language other than English or French, check with the responsible visa office for your region to determine whether they need to be translated.

If any of the required documents listed below are missing, the processing of your application could be delayed.

Gather your documents in order of the checklist and check  each item.

### I have enclosed the following items:

#### FORMS LIST – The following IRCC forms must be completed, signed and dated.

- Application for Work Permit made Outside of Canada (IMM 1295)*  
**Note:** If this application form is completed on a computer it must be validated to generate a barcode page. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).
- Undertaking for an Application for a Work Permit exempted from a labour market impact assessment (LMIA) as part of the Atlantic Immigration Program (IMM 0156)*  
**Note:** You must submit your application for permanent residence within 90 days of applying for a work permit.
- Family Information form. Must be completed by those aged 18 years or older or a minor travelling alone to Canada.*  
**Note:** You must complete the Family Information form (IMM 5707 or IMM 5645) listed in the application package for your region.
- Statutory Declaration of Common-law Union (IMM 5409), if applicable.*  
**Note:** Refer to the responsible visa office for your region.
- Use of a Representative (IMM 5476)*  
**Note:** Complete this form only if you are using the services of an authorized representative, or if you are appointing or cancelling a representative.
- Authority to Release Personal Information to a Designated Individual (IMM 5475)*  
**Note:** Complete this form **only** if you authorize Immigration, Refugees and Citizenship Canada (IRCC)(CIC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.

#### DOCUMENTS LIST

- Referral Letter from provincial authority
- Fee payment in an acceptable format. Include the application processing fee and any other applicable fees such as the biometric fee or the Open Work Permit Holder fee. Verify acceptable methods of payment with the visa office or Visa Application Centre (VAC) responsible for your region.  
 **Note:** There are some applicants who are exempt from paying the work permit processing fee. If you are fee exempt, you must submit documents proving so.  
Visa offices do not accept payment receipts from Canadian banks.
- A photocopy of the information page of your valid passport or travel document which includes:
  - the passport number;
  - the issuance and expiry dates;
  - your photo, name, date and place of birth.**Note:** If you require a temporary resident visa and your work permit application is approved, you will need to provide your original passport for the visa counterfoil to be issued. Please refer to the responsible visa office for your region.
- Two photos** meeting the requirements of the Visa application photograph specifications. On the back of two photos, write your name and date of birth.  
**Note:** If you are required to provide biometric fingerprints and photo, you are not required to include paper photos with your application.
- Proof of current immigration status:  
If your country of residence differs from the citizenship listed on your passport, you must provide proof of legal status in your country of residence.
- Photocopy of your Marriage License/Certificate  
**Note:** Refer to the visa specific instructions for your region. You will find these instructions in your application kit.
- Proof indicating you meet the requirements of the job being offered.
- An *Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment (LMIA)* (either an [IMM5802] or the Offer of Employment ID number). For more information, see the instruction guide (IMM5487).

**DOCUMENTS LIST (CONTINUED):** Proof of **Official Language Proficiency**:

You must provide a **copy** of an approved language test that shows you meet the minimum language level (**for each of the four skill sets**: listening, speaking, reading and writing) of a

- Level 5 or higher in the Canadian Language Benchmark (for English) or the Niveaux de compétence linguistique canadiens (for French) for a **NOC 0, A and B** skill level job offer,
- Level 4 or higher in the Canadian Language Benchmark (for English) or the Niveaux de compétence linguistique canadiens (for French) for a **NOC C** skill level job offer.

**Note:** The test result must be less than two (2) years old on the date your application is submitted.

 Proof of **relevant work experience** (letter of employment, paystubs, etc.)

You must show that you have at least one year (which equals to 1560 hours if you were to have worked 30 hours per week in one year) of authorized, full-time (or part-time equivalent) work experience within the last five years in your main occupation: You must show that

- you performed the activities identified in the lead statement of the *National Occupational Classification* (NOC) description
- you performed a substantial number of the main duties, including all of the essential duties listed in the NOC description
- your work experience must be from paid work (volunteer work or unpaid internships do not count)
- you are not self-employed

**Note: Qualifying international graduates are exempt from work experience requirements**

 Proof of **Education**:

- If you are applying for a **NOC 0 or A** skill level job, you must have a Canadian post-secondary credential **or** the equivalent of a Canadian one-year post-secondary credential if obtained outside of Canada.
- If you are applying for a **NOC B or C** skill level job you must provide proof that you have obtained a minimum of a high school diploma.
- If your diploma, certificate or degree was not issued in Canada, you must also provide an Educational Credential Assessment (ECA).

 Any additional documents required by the responsible visa office.

**Note:** Refer to the visa specific instructions for your region.